

**INDIANA
WORKFORCE
DEVELOPMENT**



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To: All DWD Employees
Chief Elected Officials
WIB Directors
WIB Chairs
Fiscal Agents

From: Ronald L. Stiver *RLS*
Commissioner

Thru: Brooke Huntington *BH*
Deputy Commissioner, Customer Solutions

Date: April 08, 2005

Subject: DWD Policy 2004-24
Communications Formation and Dissemination Policy

Re: All Funding Sources Administered by DWD

Purpose: To reissue Indiana Department of Workforce Development's Communications Policy

Rescission: DWD Communication 2002-10, issued February 14, 2003

Content: This policy includes distinctions for titling Indiana Department of Workforce Development's (DWD) Policies, Commissioner's Directives and Formal Communications. These distinctions are explained in the following "Action" section.

The format for DWD Policies and DWD Commissioner's Directives shall include Purpose, Rescission, Content, Effective Date, and Action. Also, each DWD Policy and DWD Commissioner's Directive issued must contain a Review Date (60 days prior to the end date that the policy will be reviewed) and an Ending Date (the date the policy will automatically become inactive). Each DWD Policy and DWD Commissioner's Directive should contain a field called Ownership. In this field, the administrative unit responsible for creating the document and implementing the contained action should be noted. Within 60 days of the stated end date of a DWD Policy or DWD Commissioner's Directive, the responsible administrative unit (owner) must initiate a review of the policy or directive. The Policy Coordinator should be notified whether the document will be reissued with a new indexing number or become inactive.

The indexing system begun by DWD Communication 97-1 will continue for DWD Policies and DWD Commissioner's Directives. DWD Formal Communications will not be included in the indexing system. All new DWD Policies and DWD Commissioner's Directives must conform to this indexing system.

The policy review procedures will utilize the Report2Web function available to DWD employees. A description of the procedure follows.

Effective Date: April 8, 2005

Review Date: February 8, 2007

End Date: April 8, 2007

Ownership: DWD Policy, Planning, and Evaluation Division

Action: Please adhere to the formation and dissemination process for DWD Policies, DWD Commissioner's Directives, and DWD Formal Communications.

Clarification of Communications

Three Classifications will be used for all communications on an agency-wide basis.

DWD Policy – Transmits major program developments and policy statements about substantive issues that will have long lasting effects on all or part of the agency. Will be subject to a two-year review requirement and have a start and end date. Must go through the review process outlined in this document and be signed by the Commissioner or Commissioner's designee.

DWD Commissioner's Directive – A communication necessary to cause immediate action by agency personnel or agency providers. Will be subject to a two-year review requirement and have a start and end date. Must be signed by the Commissioner or Commissioner's designee. Will be used to delete or reissue DWD Policies, implement short-term operational requirements (e.g., energy conservation plan, funding allocations, etc.), or other actionable, short-term, operational items. A review process undertaken by the Lead Team or appropriate designees may be required prior to issuance of Directives addressing specified topics, including those that reissue or delete DWD Policies.

DWD Formal Communication – An express communication that is necessary and used solely for informational purposes within the agency or with agency providers (e.g., information about upcoming agency events). Must be signed by the Commissioner or Commissioner's designee and should follow existing practices for office memorandums and other approved systems. No formal review will be required prior to issuance. Formal Communications will not be included in the indexing system. The Policy Coordinator will maintain an on-line policy database.

Policy Creation and Review Process

The following procedures should be observed in the creation of policy:

1. Any administrative unit, following proper channels of command, may initiate a DWD Policy, DWD Commissioner's Directive, or DWD Formal Communication, using the above guidelines. Signature requirements are outlined in the Clarification of Communications section.
2. Lead Team members will approve drafts prepared in their divisions prior to the required internal review. Upon approval the draft should be forwarded to the Policy Coordinator located in the Policy, Planning, and Evaluation Division.
3. Using Report2Web as the distribution tool, acceptable draft documents will be circulated for review by the Policy Coordinator. The Lead Team may also seek additional input from staff. This review should be completed in one calendar week. All comments will be compiled and returned to the document's originator by the Policy Coordinator.

4. Having received all comments the document's originator will incorporate changes as appropriate. If substantial changes are required or made, the originator should seek an additional review by the Lead Team. The Lead Team or the Policy Coordinator may also request an additional review of the document following the incorporation of changes.
5. The document will be assigned an indexing number from the Policy Coordinator, who will also maintain a hard copy of the document. The web-based policy log is in place on the Agency Intranet and Internet sites. Identified parties will be notified of the new policy via e-mail notification.
6. Upon final approval by the Lead Team the Commissioner or Commissioner's designee will sign the policy, the policy will distributed, as appropriate.

DWD Policies and DWD Commissioner's Directives being considered for reissue and review will also follow this policy creation and review process. The Policy Coordinator will notify the owner thirty days before the end date.

Indexing System

The current indexing system established in Communication 97-1 will be continued. DWD Policies and DWD Commissioner's Directives will be numbered consecutively by program year, with no distinction between DWD Policies and DWD Commissioner's Directives.

For Example: The first DWD Policy or DWD Commissioner's Directive issued for Program Year 2005 (July 1 through June 30, 2005) would be 2005-01. DWD Policy and DWD Commissioner's Directive will use the same contiguous numbering system. The second DWD Policy or DWD Commissioner's Directive issued for that program year would be 2005-02.

Distribution/Dissemination

All DWD Policies and DWD Commissioner's Directives will be disseminated in an electronic format **only** via the agency Intranet site for DWD staff and the agency Web-site for non-DWD employees beginning July 1, 2005. Hard copies will continue until that date. DWD Policy, Planning, and Evaluation Division will maintain an original hard copy of the policy. **The information within this policy serves as the official notice that hard copies will no longer be distributed after the date stated above.**